



**CORA Meeting Minutes  
Wednesday Jun 7, 2017  
7:00 PM PST (8:00 PM MST)**

- Welcome and Roll Call
  - In Attendance: Gralin, Nicole, Paul, Rob, Graeme, Lynda, Marianne
  - Regrets: Leanne, Ron, James, Don
  
- Adoption of Last Month's Minutes (**Moved by Gralin – approved**)
  - Gralin working with Paul to upload 2017 CORA minutes.
  
- Confirmation of Agenda/Add New items (**Moved by Gralin – accepted as-is**)
  
- Standing Items
  - **IVF Representative Update – Lynda**
    - 2018 Sprints info is uploaded to CORA site
    - Preparations are being made prior to the departure of Team Canada for the 2017 race in Tahiti
  - **Financials/Treasurer Update – Rob**
    - Not many transactions have taken place this past month. Some 2017 membership fees have come in.
  - **Membership Updates – Gralin**
    - 34 clubs are current members, with the addition a few new clubs this year.
    - There are approximately 1280 individual members, nearly 200 more than last month

- **Grant Updates – Ron**
  - No new clinic grant applications have been received. Four approved to date; three pending, one paid.
  - No new Coaching Education applications have been received. Fourteen applications approved to date; fourteen paid
  - No new RME Grant applications have been received. One application approved to date; one pending.
  - Four new Travel Grant applications have been received and approved in May. Five applications approved to date; two cheques to be delivered; three paid.
- **Communications & Technical Update – Paul**
  - Paul and Gralin working on website updates with Jan’s help. The website has been hacked, and during the restore, some info has dropped off of it. Colleen has made some suggestions for obtaining additional security. Rob recommended quick action on this to get it in place. Paul will collect more info from Colleen.
  - See action item #12
- **Coaching Resources – Marianne and Leanne**
  - Leanne drafted a document covering resources, budget, etc. Marianne to obtain a copy to distribute, or a summary of the info,
- **Juniors Support – Marianne**
  - Documenting funding and resource requirements, referencing Cindy’s document. Marianne will distribute a draft.
- **Additional CORA funding**
  - There are a few other priorities ahead of this initiative.
  - Action items 8, 9, & 10 will help update current budget and identify areas of greater need
- **New Business**
  - **CORA small boat numbers – Gralin**
    - Graeme and Sabine are heading to the US and will pay cash for the highest numbers PNWORCA have, then request reimbursement on their return.
  - **CORA AGM minutes posting – Gralin**
    - Gralin has the AGM minutes from Christine and will send to Paul to post, in addition to long term planning notes.
  - **Unlimited Division clarifications for Race Directors / OC6 teams – Graeme**
    - Many crews have registered for races under different Unlimited age divisions. However, CORA Cup rules only allow for Unlimited Mixed, Men or Women as the division, with no age classifications. This is how the CORA Cup Crew and Club points will be posted for Unlimited race crews (without age classifications).

■ Nicole will send out CORA points tracking sheet.

▪ Action items

No.	Assignee	Action Item	Due Date	Comments
<b>Action items identified in meetings prior to Jan 4, 2017</b>				
1	Paul	<p><b>Update CORA Long Distance Rules:</b></p> <ul style="list-style-type: none"> <li>• Add a summary page listing the changes made to the rules this year (Rob's recommendation)</li> <li>• Rework wording re: the CORA "race committee" that may be called upon by the race director/ organizer at the event if there is a dispute or protest.</li> </ul>	Prior to CORA Cup race season (May)	<p><b>Jan 4:</b> Age classes have been updated to align with IVF in the updated version Gralin distributed today. <b>Feb 1:</b> Gralin sent out an updated version last night and has some additional input from Ron (e.g., term definition) to incorporate before re-distributing. Reviewers can run document "Compare" feature in Word to note the differences between the previous to current versions. <b>Mar 1:</b> Gralin to send final version of 2017 rules to Paul, then Paul to remove 2013 race rules and upload the spring and distance race rules. <b>Apr 5:</b> Ron finalizing rules before will be posted. <b>May 10:</b> Ron completed updates. Don sent rules out to Race Directors. Can mark this as complete once rules are posted by Paul on the website. <b>May 15:</b> Needs to be updated at least here <a href="#">Link 1</a> and <a href="#">Link 2</a>. <b>Jun 7:</b> Still outstanding.</p>
4	Ron	<b>Create a conflict of interest guideline</b> for the board		<p><b>Jan 4:</b> Tabled to Feb. <b>Feb 1:</b> Ron will put together a draft prior to the March meeting and send out for input. <b>Mar 1:</b> Ron sent this out today inviting input from the board. <b>Apr 5:</b> Ron still awaiting input and will resend to board. <b>May 10:</b> Ron recirculated it and was requested to simplify these. <b>Jun 7:</b> Tabled to July</p>
<b>Raised Jan 4, 2017</b>				
8	Leanne	Provide Rob with a <b>2017 budget for Coaching</b>		<b>Feb 1:</b> no update. <b>Mar 1:</b> in progress. <b>Apr 5:</b> Leanne

		<b>Development</b>		will prepare. <b>May 10:</b> Not on call, tabled to June. <b>Jun 7:</b> In progress
9	Paul	Provide Rob with a <b>2017 budget for Communications</b>		<b>Feb 1:</b> no update. Stu's name removed from action. <b>Mar 1 &amp; Apr 5:</b> in progress, dependent on action #12. <b>May 10:</b> Not on call, tabled to June. <b>Jun 7:</b> In progress
10	Rob	<b>Update CORA budget</b> with the input from IVF, Coaching Dev and Communications, new grant budget numbers (RME, Education, etc.) then redistribute to CORA board		<b>Feb 1:</b> 2017 IVF input added to budget. Still need figures for coaching dev, comms. <b>Mar 1:</b> in progress, dependent on 8 & 9 above. <b>May 10 &amp; Jun 7:</b> depends on Action Items # 8& 9 being completed.
<b>Raised Feb 1, 2017</b>				
11	Paul	<b>Send Paul the Team Canada 2018 info to post on CORA</b> (signup for intent to compete, time trial date, selection criteria, etc.)		<b>Mar 1:</b> info will be sent to Paul by Lynda in early April. <b>Apr 5:</b> Lynda will collect feedback, finalize documents and send to Paul Apr 8. <b>May 10 (after meeting):</b> Intent to compete is posted on the site and 42 signed up. Need selection criteria doc to be posted too. <b>Jun 7:</b> Selection criteria needs to be uploaded by Paul
12	Gralin	Reach out to Paul to plan how <b>Communications &amp; Technical Update</b> work can be carried out without Stu, particularly the website initiative (re: replication and updates)		<b>Mar 1 &amp; Apr 5 &amp; May 10:</b> discussions in progress. Reached out and awaiting communication with Paul. <b>Jun 7:</b> In progress
<b>Raised Mar 1, 2017</b>				
14	Paul	<b>Email the 2017 CORA Cup rules and the CORA Cup race registration form</b> revised by Ron to CORA Cup race directors to get feedback on template.		<b>Apr 5:</b> dependent on Ron completing LD rules first. <b>May 10:</b> Rules and form distributed by Don. Can be marked as complete once Paul posts to website. <b>Jun 7:</b> Paul will find this and upload it.
<b>Raised Apr 5, 2017</b>				

16	Leanne, Marianne	Review and reply to Cindy's communication re: coaching calendar for CORA site. Identify next steps to put this in place.	Apr 12	<b>May 10:</b> Not on call, tabled to June. <b>Jun 7:</b> Leanne replied. Steps in progress.
<b>Raised May 10, 2017</b>				
18	Gralin	Communicate with Graeme to see if anyone from PNWORCA is coming up to Canada soon, and if they can bring us small boat numbers. If not, order new ones to be made locally.		<b>Jun 7:</b> Graeme and Sabine are heading to the US and will obtain numbers from PNWORCA.
19	Gralin	Send AGM minutes and long term planning notes to Paul to post on the website		<b>Jun 7:</b> Gralin has the documents from Christine and will send to Paul to post.
<b>Raised Jun 7, 2017</b>				
20	Paul	Upload 2017 CORA minutes to website		
21	Paul	Collect more info from Colleen about how to add additional security to the website		
22	Nicole	Distribute the CORA Cup (Club and Crew) points tracker		

**Adjournment: 8:35 pm PST**

**Next Meeting – Wednesday, Jul 5, 2017, 8:00 PM PT (9:00 PM MT)**